

Vacancy

Senior Project Officer AO6

The above permanent full time vacancy exists with the Department of Communities, Aboriginal and Torres Strait Islander Services, Central Queensland Region, based in Rockhampton.

The recruitment and selection process for this position will be undertaken as a Project 2800 exercise. The goal under Project 2800 is to employ an additional 2800 Aboriginal and Torres Strait Islander people in the Queensland Public Sector by mid 2013.

Project 2800 allows for greater flexibility in attracting Aboriginal and Torres Strait Islander candidates, as it removes the standard advertising requirements for vacancies being filled in specific government employment initiatives, whilst maintaining the principles of merit-based recruitment.

Details of this position are:

Position Title: Senior Project Officer

Classification: AO6

Business Unit: Aboriginal and Torres Strait Islander Services

Service Area: Central Queensland Region, Regional Service Delivery Operations Rockhampton

Location: Rockhampton

Salary per Annum: \$81,962 - \$87,691

Employment Type: Permanent Full Time

Closing Date: COB, Monday 16 March 2012.

Principal responsibilities of this role:

- Manage community engagement processes, including the monitoring, evaluation and reporting of actions and outcomes from negotiation table processes.
- Provide regular reports to the Program Manager or Regional Director on the effectiveness of projects, programs and service delivery to Aboriginal and Torres Strait Islander communities.
- Collect and analyse data to inform the development and implementation of whole of government service delivery responses to community issues.
- Establish, maintain and support relationships/networks/partnerships between communities and other stakeholders, including all levels of government, non-government organisations and the business community to enable them to share strategies and information on practical and effective ways to respond to issues.
- Provide advice in relation to Aboriginal and Torres Strait Islander protocols, history and issues relevant to local Aboriginal and Torres Strait Islander communities.
- Provide high level advice through formal briefings, project plans and high quality and concise reports to senior management on critical issues impacting on communities and the effectiveness of government services.
- Lead, coordinate and contribute to regional and place based projects and initiatives to implement whole of government program and service delivery responses to issues impacting on Aboriginal and Torres Strait Islander communities.

A copy of the Role Profile for this position is attached.

Potential applicants are required to submit their Resume, either by emailing: many.hegarty@communities.qld.gov.au

or by posting their Resume to:

Aboriginal and Torres Strait Islander Services
Department of Communities
PO Box 1490
Hervey Bay Qld 4655

If they wish, potential applicants can also include a short covering letter with their Resume, however this is not compulsory.

For any enquiries regarding this position, please contact Manny Hegarty on 07 4125 9366.

Role profile

Closing date:	COB Monday 16 March 2012
Contact for further information:	Manny Hegarty, Regional Director, phone 4125 9366
Title:	Senior Project Officer
Classification:	AO6
Business unit:	Aboriginal and Torres Strait Islander Services
Service area:	Central Queensland Region, Regional Service Delivery Operations
Location:	Rockhampton
Salary per annum:	\$81,962 - \$87,691
Employment type:	Full Time
Job duration:	Permanent
Job ad reference no.:	
Specified or Identified:	Specified (please note additional information)
Mandatory requirements:	N/A

In the **Department of Communities** you will have the opportunity to support our **vision** to deliver services that build fair, cohesive and vibrant Queensland communities.

We aim to achieve this vision by providing integrated community services based on the **values** of client focus, collaboration, diversity, innovation and professional integrity.

Why join our team?

The Department of Communities will support you to build a challenging and rewarding career while maintaining a healthy work and life balance. You will enjoy a competitive salary, superannuation, salary packaging, flexible working hours, flexible leave options, a safe and healthy work environment and professional development. If you would like further information about our department visit our website at <http://www.communities.qld.gov.au/>

Role Scope

The role of the Senior Project Officer is to manage the development and implementation of projects to support policy and program outcomes, improved coordination of government services, and the development of solutions to local and regional issues for Aboriginal and Torres Strait Islander peoples.

To coordinate, develop, support and monitor existing networks and engagement processes to ensure relevant input into policies, programs, projects and initiatives, and establish new networks where necessary.

Principal responsibilities of this role

- Manage community engagement processes, including the monitoring, evaluation and reporting of actions and outcomes from negotiation table processes.
- Provide regular reports to the Program Manager or Regional Director on the effectiveness of projects, programs and service delivery to Aboriginal and Torres Strait Islander communities.
- Collect and analyse data to inform the development and implementation of whole of government service delivery responses to community issues.

- Establish, maintain and support relationships/networks/partnerships between communities and other stakeholders, including all levels of government, non-government organisations and the business community to enable them to share strategies and information on practical and effective ways to respond to issues.
- Provide advice in relation to Aboriginal and Torres Strait Islander protocols, history and issues relevant to local Aboriginal and Torres Strait Islander communities.
- Provide high level advice through formal briefings, project plans and high quality and concise reports to senior management on critical issues impacting on communities and the effectiveness of government services.
- Lead, coordinate and contribute to regional and place based projects and initiatives to implement whole of government program and service delivery responses to issues impacting on Aboriginal and Torres Strait Islander communities.

Working relationships in this Role

This position reports to the Regional Director or Director or Manager or Principal Project Officer.

Delegations

The position has nil Human Resource or Financial Delegations.

Additional Information

It is a requirement to provide an Aboriginal or Torres Strait Islander person who is recognised and accepted in the Aboriginal or Torres Strait Islander community as a referee.

How will you be assessed for this Role?

The Department of Communities is seeking people who are capable of contributing to the organisation and the Queensland community across 5 core capabilities*:

- Supports Strategic Direction
- Achieves Results
- Supports Productive Working Relationships
- Displays Personal Drive and Integrity
- Communicates With Influence

Your suitability for this role will be assessed against these 5 core capabilities as they relate to this role, and also include 1 technical/role specific capability (*if relevant*). These are outlined below:

- *Supports Strategic Direction* – you analyse and interpret information to inform decision makers and contribute to the development of plans, strategies and team goals.
- *Achieves Results* – you monitor projects against plans, manage priorities and are responsive to changes in requirements whilst maintaining a focus on quality to achieve outcomes.
- *Supports Productive Working Relationships* – you build and sustain relationships through liaising with team members, other internal colleagues, community representatives and stakeholders.
- *Displays Personal Drive and Integrity* – you adhere to public service values and Code of Conduct and consistently behave in an honest, ethical and professional way; you take personal responsibility for accurate completion of work within timeframes and quality requirements.
- *Communicates With Influence* – you approach negotiation and engagement processes with a demonstrated ability to communicate effectively and sensitively with Aboriginal and

Torres Strait Islander people by demonstrating a sound knowledge of both cultures and a capacity to consult in accordance with Aboriginal and Torres Strait Islander protocols

Applications may remain current for a specified period up to 12 months after the closing date for the receipt of applications for the original vacancy.

JD/JEMS No.:4406

Date of Review: September 2010